

PROPOSER'S DOCUMENT SUBMISSION CHECK LIST
RFP 0000002103 (REBID #1)
PROJECT MANAGEMENT SVC – MUNICIPAL COURT

REQUIRED DOCUMENTS	
	PROPOSERS ARE REQUIRED TO SUBMIT AT TOTAL OF EIGHT (8) COPIES (ONE CLEARLY MARKED BOUND ORIGINAL COPY, SIX CLEARLY MARKED BOUND COPIES AND ONE CLEARLY MARKED UNBOUND COPY IN THE FOLLOWING SEQUENCE:
	SIGNED COPY OF THE TITLE PAGE
	TABLE OF CONTENTS
	A SIGNED COPY OF THE FIRST PAGE OF THE INVITATION TO BID ALONG WITH ALL OF THE OTHER INVITATION TO BID PAGES AND A SIGNED COPY OF THE BINDING SIGNATURES PAGE FOR REQUESTS FOR PROPOSAL. THE ORIGINAL COPY MUST BE MANUALLY SIGNED. FACSIMILES ARE NOT ACCEPTABLE.
	SIGNED COPIES OF ALL APPLICABLE ADDENDUMS
	A PROFILE OF THE PROPOSER, INCLUDING LOCATION OF OFFICES
	A DETAILED PROJECT APPROACH SPECIFICALLY ADDRESSING FACTORS RELATED TO EVALUATION CRITERIA C - F, INCLUDING EXPERIENCE OF ASSIGNED STAFF, SPECIFIC PROPOSER EXPERTISE IN THESE AREAS AND ANY OTHER FACTORS THE CITY SHOULD CONSIDER IN EVALUATING THESE PARTICULAR CRITERIA.
	A CLEAR DEFINITION OF THE INTELLECTUAL PROPERTY THAT THE PROPOSER INTENDS TO BRING TO THE PROJECT.
	SPECIFIC IDENTIFICATION OF THE STAFF TO BE ASSIGNED TO THE PROJECT, RELEVANT EXPERIENCE AND EXPERTISE AND THE ROLE THAT EACH INDIVIDUAL WILL PLAY THROUGHOUT THE LIFE OF THE PROJECT.
	THE RESUME OF THE PRIMARY PROJECT MANAGER WHICH INCLUDES INFORMATION RELATED TO EXPERIENCE WITH SIMILAR PROJECTS AND ORGANIZATIONS AS WELL AS INFORMATION SUFFICIENT TO MEASURE AGAINST EVALUATION CRITERIA C – F.
	THE RESUMES OF ALL OTHER STAFF TO BE ASSIGNED TO OR INVOLVED IN THE PROJECT WITH CLEAR INDICATION AS TO WHETHER THE STAFF WILL PLAY A PRIMARY OR SUPPLEMENTAL/RESOURCE ROLE IN THE PROJECT.
	IDENTIFICATION OF RESOURCES AVAILABLE TO THE PROPOSER WHICH WILL BE USED FOR SUPPORT DURING THE LIFE OF THE PROJECT, INCLUDING THE AVAILABILITY OF SME'S IN BOTH STELLANT AND ORACLE SYSTEMS.
	AN IMPLEMENTATION SCHEDULE THAT MORE CLEARLY DEFINES AND DETAILS THE PROPOSAL TIMELINE PROVIDED IN THIS RFP AND 2008 FEASIBILITY STUDY.
	IDENTIFICATION OF ANY ISSUES RELATED TO THE AVAILABILITY OF THE PROJECT MANAGER – OR ANY OTHER PRIMARY PROJECT STAFF MEMBER(S) TO COMMENCE WORK ON OR ABOUT SEPTEMBER 1, 2008 AND REMAIN ASSIGNED TO THE PROJECT UNTIL COMPLETION.
	A LISTING OF THREE OR MORE REFERENCES, PREFERABLY MUNICIPAL OR GOVERNMENT CLIENTS, WITH EMPHASIS ON CLIENTS FROM COURTS OR OTHER JUDICIAL AGENCIES.
	NOTE: THIS LISTING MUST INCLUDE THE NAME OF THE ORGANIZATION, THE NAME OF A PERSON TO CONTACT ALONG WITH THEIR TELEPHONE NUMBER AND EMAIL ADDRESS.
	SIGNED COPIES OF EBE FORMS A AND B, IF APPLICABLE.
	SIGNED COPY OF DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION
	AUDITED FINANCIAL STATEMENT FOR YEAR 2007

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	ADDITIONAL INFORMATION DEEMED ESSENTIAL BY THE PROPOSER
	EIGHT (8) COPIES OF THE COST PROPOSAL (1 CLEARLY MARKED ORIGINAL, SEVEN CLEARLY MARKED COPIES) SHALL BE SUBMITTED IN A SINGLE SEALED CLEARLY MARKED ENVELOPE WHICH IS TO BE INSERTED INTO THE BOX/CARTON/MAILING ENVELOPE CONTAINING THE PROPOSAL COPIES.

REF: CHKLST RFP2103 (REBID #1)

PLEASE NOTE THAT THE INFORMATION BEING REQUESTED IS MATERIAL TO THE NATURE OF THIS PROPOSAL. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL IN THE SEQUENCE REQUESTED HEREIN MAY RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE. PLEASE MAKE SURE THAT THE DOCUMENTS YOU SUBMIT WITH YOUR PROPOSAL FULFILL ALL OF THE REQUIREMENTS SET FORTH IN THE SCOPE OF SERVICES AND THE RFP.